

**Richmond Public Library
Meeting of Trustees
14 December 2019**

Call to Order:

The meeting was called to order at 1:34 pm by Mr. Jerry Mills Chairman of the RPL Board of Trustees. The meeting was attended by Ms. Wendy O'Brien RPL Librarian, Douglass Bartlett Treasurer, and John Lewis Secretary.

Recognition and Comments of Guests

No guests attended this meeting.

Disposition of Minutes of Previous Meetings

DB moved that the minutes of the 2 December 2019 Meeting be accepted without revision. JM seconded.

Treasurers Report

DB and WO have worked together to prepare the RPL Annual Financial Summary, with all balanced as expected under DB's care and attention.

DB reported ongoing difficulties in the access of RPL Accounts maintained at the Winchester branch of the TD Bank, despite the best and numerous efforts of Jerry, Wendy and Doug to resolve the issue. Some discussion focused on the obvious advantages of a Treasurer having online access to the RPL accounts. The complication of this plan is that the RPL is a sub element of the Town of Richmond Accounts online which would necessitate the independent segregation of RPL accounts, an option which is being reviewed. Some delay in the transfer of monies from Town to RPL necessitated the payment of some outstanding bills requiring closure for 2019 with monies from Library accounts. Notes of explanations for these transfers are in preparation.

The account numbers of the relevant accounts which require DB access are as follows

Town of Richmond: Richmond Public Library (Operating Fund) 9944

Town of Richmond: Librarians 1420

Town of Richmond: Public Library Archives 5908

Town of Richmond: Library Atkins Trust 7794

Town of Richmond: Richmond Public Library (Bartram Consolidated Trust) 6399

Town of Richmond Public Library: General Purpose Fund 5924

Town of Richmond: Lybrary Orcutt Fund (their misspelling) 3690

Checking Accounts

Operations Acct

As of 14 January 2020 \$17,547.95 was available in the Operations Acct at TD Bank

Librarian's Account Acct

As of 14 January 2020 \$1306.53 was held in the Librarians Account.

The Treasurers report was accepted. JAL motion. JM seconded.

Librarian and Archivist Report:

Wendy's Librarian's Report of 14 January 2020 was accepted without revision.
Motion by JM. Seconded by JAL

Wendy reviewed the Richmond Public Library and Archives Annual Reports for 2019 which reveals the RPL to be a thriving Richmond community resource as well as an active Richmond Archives, which continues to bring order to extant Richmond Archives, receives and catalogues Town of Richmond records, retrieves Archive requests and manages the holdings space in the Keene facility.

Librarian Report

Wendy reported that the Saturday Knitting Circle, Teen Pizza Night, and RPL Book Club continue to flourish. The Wednesday and Saturday Story Times for young Richmond Children has, despite Wendy's diligent commitment to young Richmond Children not thrived as hoped. A very active RPL community nonetheless.

Archivist Report

Wendy continues her Archive Box consolidation work to reduce the storage footprint in the Keene facility and answer research requests of which there were 3 in the December and early January.

RPL Maintenance and Rehabilitation

The RPL is pleased that the Town Selectmen have approved the storm windows to control winter heating costs at the RPL. The windows have been measured and presumably ordered. The delay in the installation of these windows by contractor Steven LaFlame is causing appropriate concern since their installation was intended to control and moderate RPL heating costs. A review of bill payment to S. aFlam by the Town of Richmond will be reviewed.

Old Business

The recent thaw has revealed the damage to the lovely RPL garden by the snow plowing of the 1-2 December 2019 storm is very minimal, some pushing back of mulch revealing intact plantings though with some exposure. A springtime assessment and remedy is proposed with volunteer contributions. Subsequent plowings have been expertly done by Elmer Blood and his crew.

New Business

A proposal was made to consider the value of using Twin Bridge Services of Allan E. Treadwell which provides IT support for the Town of Richmond. The figure quoted of \$1,050 was considered to be an inflation of the RPL Budget for which justification would be difficult at the level proposed.

Preliminary discussion of an RPL sponsorship of interesting speakers from the Richmond community was held. This proposal would further advance the community contribution of the RPL and was enthusiastically supported.

Jerry Mills reported his intention to retire from RPL Trustee duties, rendering open a Trustee Position of a 3 Year term. It is impossible to adequately thank Jerry for his unstinting service to the RPL through his term. Jerry's moderation as a Chairman of the Trustees has been inspiring and a pleasure for his colleagues. Jerry was engaged in every aspect of RPL stewardship, no task needing doing was too small for his attention and service. We look forward to Jerry Mills RPL Emeritus as a continuing Ex Officio champion and advisor to the beloved RPL.

Several experienced candidates with understanding of the workings of the Town of Richmond have expressed interest in candidacy for the vacancy.

Monetary Gifts and Donations

Generous donations were received from three donors and their monies deposited to the Librarians Acct. (Post Mtg) Notes of appreciative thanks to the 3 donors have been written and sent.

Next Meeting

The meeting was called to close at 2:47pm.

The next meeting of the RPL Trustees will be held at the RPL at 1:30pm
18th February 2020

Submitted 19 January 2020

John A Lewis
Secretary
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